

UNIVERSITY OF MICHIGAN HEALTH SYSTEM

TITLE: PARENT COORDINATOR

BASIC FUNCTION AND RESPONSIBILITY

- Develop and coordinate support to families in the unit.
- Envision, establish and coordinate family centered care programs in the unit to provide better services to Holden NICU families, graduates and staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Develop and coordinate support to families in the unit. Provide follow-up phone contact with parents of some discharged infants.
- Establish and coordinate family centered care programs on the units such as Family Faculty Program, Family Library Cart, Holdengrads Newsletter, Annual Holden Graduate Family Reunion, Holden database, Holdengrads.com website and Parent/Staff Chair Massage Program.
- Develop, coordinate and facilitate weekly Scrapbooks and Sandwiches parent gatherings.
- Participate on unit committees (Holden FCC Committee – Co-chair, Holden C&W Design User Group)
- Participate on hospital wide committee's (Mott FCC, , Mott C&W Design Patient Room User Group, and recently formed C&W Family Spaces Design Committee).
- Model and share Holden FCC philosophy and practices with Mott, UMHS and other hospitals, using the philosophy and resources of the Institute for Family Centered Care.
- Write grants and implement funded projects such as the production and distribution of the Holden NICU Virtual Tour
- Coordinate open houses and purchase of gifts for families at holiday times.
- Facilitate and support the Holden NICU Family Advisory Council

SUPERVISION RECEIVED

General supervision is received from Holden NICU Clinical Nurse Manager/Supervisor.

SUPERVISION EXERCISED

Guidance and training of parent volunteers for Parent Mentor Program, Family Faculty Program. Facilitation of weekly Scrapbooks and Sandwiches parent gatherings.

QUALIFICATIONS FOR PARENT COORDINATOR ROLE

- Bachelor's degree desired or an equivalent combination of education and experience.
- Graduate parent of NICU infant experience.
- Demonstrate excellent interpersonal skills, problem-solving and visioning skills.
- Demonstrate excellent time management skills to include organizational ability and interest in working independently.
- Demonstrate interest and initiative in learning opportunities such as IFCC and Graven NICU Environment seminars and conferences.

FUTURE GOALS

Continue to expand, develop and train for the Parent Mentor Program, Family Faculty Program, FCC Model for Mott and UMHS Units. Write grant for a project to train graduate parent volunteers to teach Emergency Training Procedures classes for Holden NICU families. Promote and adopt Vermont Oxford FCC Better Practices, develop Kangaroo Care support, Antepartum Support Program, develop Keepsake Photo Project.